

23 March 1964

MEMORANDUM FOR: Inspector General

SUBJECT : Proposed [REDACTED]

25X1

I have only two questions about the proposed Headquarters and Field Notices:

a. Paragraphs 2a in both notices require that "each supervisor must know the whereabouts of employees under his jurisdiction when they are in duty status." I feel that the word "know" is unrealistic in requiring an unqualified knowledge that can never be precise. [REDACTED] likes the flat statement placing this requirement on supervisors and would accept it in that form. In addition to the above point I think that the supervisor's responsibility should be limited to employees under his direct jurisdiction, as distinguished, say, from a COS in a large and scattered station such as [REDACTED]. I would rephrase the sentence in question to read:

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"Each supervisor shall establish procedures that will keep him informed of the whereabouts of employees directly under his jurisdiction."

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b. Paragraph 3b of the Field Notice requires field chiefs to immediately establish EOD briefing procedures for new employees entering on duty in the field. [REDACTED] feels that this statement is adequate. I feel that it places an unrealistic duty on field chiefs in the absence of a requirement that Headquarters provide them with some sort of a guide or suggested check-off list of the points to cover.

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[REDACTED]
S. D. Breckinridge

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23 March 1964
DATE

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[Redacted]

EARMAN

By COB 25 March

I AGREE WITH
[Redacted] SUGGESTION.

25X1

RETURN TO: Mr. Breckinridge

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UNCLASSIFIED				CONFIDENTIAL				SECRET			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP											
TO	NAME AND ADDRESS						DATE		INITIALS		
1	Special Assistant to the DD/S										
2	Room G-D-15 ^{7D18} Headquarters										
3											
4											
5											
6											
ACTION			DIRECT REPLY			PREPARE REPLY					
APPROVAL			DISPATCH			RECOMMENDATION					
COMMENT			FILE			RETURN					
CONCURRENCE			INFORMATION			SIGNATURE					
Remarks: <i>Re Jobs 3912 & 3913-A-JHB</i>											
1. Propose that paragraphs 2a be rephrased to read as follows: "Each supervisor shall establish procedures that will keep him informed of the whereabouts of employees under his jurisdiction."											
2. Agree with paragraph but feel that provision should be made for the DD/P to provide the field chiefs with a guide or check-off list of points to be covered in the briefing.											
(draft of proposed regs attached and returned)											
FOLD HERE TO RETURN TO SENDER											
FROM: NAME, ADDRESS AND PHONE NO.								DATE			
J. S. Earman, Inspector General								25/3/64			
UNCLASSIFIED								CONFIDENTIAL			

MEMORANDUM FOR: Mr. Breckinridge

Per EJA, JSE would like on buckslip
the comments on paras 2a and 3b/per your sugges-
tions.

2a....note he crossed out "directly"

3b....JSE agrees with you, and would
like to suggest the requirement for DDP to
provide the guide/checklist, as noted by you.

cm/24 Mar 64

(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

(47)